

CONFIDENTIAL

12.03-62

## RECORDS MANAGEMENT PROGRAM

# RECORDS CONTROL SCHEDULE FOR THE INSPECTOR GENERAL



*Supervised by*  
*12.03-69.*

*RD*  
*9/19/69*

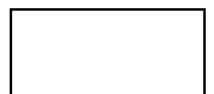
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June 1962  
Permanent 2.0  
Temporary 8.3  

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10.3

Retired 11.0



**Records Disposition Authority**

Records Control Schedule 12.03-62 for the Inspector General is approved and authority hereby given to implement the disposition instructions contained therein.

Preparation and Review:

[Redacted Signature Box]

Records Management Analyst

28 June 62  
Date

Approved:

[Redacted Signature Box]

CIA Records Administration Officer

29 June 1962  
Date

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SCHEDULE NO.  
87A000100070005-1

OFFICE, DIVISION, BRANCH

OFFICE OF INSPECTOR GENERAL

CONCURRENCE

25X

TYPE DATE  
*Chief, Inspection Staff* 27 June 1962

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>SUBJECT FILE</p> <p>Consists of correspondence, reports, memoranda and other papers reflecting policy, procedures and decisions pertaining to the functions assigned to the Inspector General. Also includes files from predecessor IG such as Activities reports, Monthly letters, Chrono files and other. Filed by subject or organizational component.</p> <p>(1953 to date)</p> <p>a. Substantive and Policy Material</p> <p>b. Transitory and administrative material</p>	<p>.4</p> <p>.4</p>	<p>Permanent. Disposal not authorized. Cut off annually; hold one year then transfer to the Records Center records no longer needed for current operational reference.</p> <p>Temporary. Destroy material when 1 year old.</p>
2	<p>SURVEY REPORTS</p> <p>Reports of inspections conducted by the Staff and recommendations for improvements on proper assignment of functions and missions, methods and procedures of performances by components, or other areas where surveys are deemed necessary. Filed by agency component.</p> <p>(1961 to date)</p>	<p>1.0</p>	<p>Permanent. Disposal not authorized. Hold one year then transfer to the Records Center in annual blocks.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3	<p>INDIVIDUAL CASE FILES</p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100070005-1</p> <p><b>CONFIDENTIAL</b></p> <p>a. Consist of documents accumulated in investigating complaints, suggestions or problems of individuals which are brought to attention of the IG. Filed numerically by case number.</p> <p>(1960 to date)</p> <p>b. These are individual case files which are used for reference or briefing purposes to depict procedural points contained in the IG Handbook.</p> <p>(1960 to date)</p>	2.0	Temporary. Transfer inactive cases to the Records Center at end of each year. Hold in Records Center 10 years from date of retirement then return to the IG for review and disposal. (CIV)
4	<p>CASE FILES INDICES</p> <p>a. A 3 x 5 card file used as a control and index. Maintained alphabetically and cross referenced to numerical file.</p> <p>b. Log book used for assigning numbers to case files and as a quick reference to the files.</p>	.1 .1	Temporary. Retain indefinitely in current files area. Destroy card 3 years after case file is destroyed. Temporary. Destroy pages when no longer needed for reference purposes.
5	<p>SPECIAL STUDIES</p> <p>Reports and evaluations following investigations and studies of various Agency Programs, such as JOF Program, Foreign Travel, Library Procurement Procedure, Defector and Briefing Systems, Career Service and others. Filed by subject.</p>	.6	Permanent. Disposal not authorized. Place in inactive file when superseded or no longer used for current reference; transfer to Records Center at end of each year.
6	<p>WORKING FILES</p> <p>These are working drafts of surveys, notes and materials related to investigation or survey. Each staff member maintains his own file.</p>	.4	Temporary. Destroy 6 months after survey completed.
<p>(Current)</p> <p><b>CONFIDENTIAL</b></p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100070005-1</p>			

*This item should be considered as definite retention.  
The intent here is that the IB wants to destroy  
the records themselves, per telcor with CIA RAO*

*LtJ 7-9-62*

*9-20-68 In discussion with [redacted] to Day (IG/RND), she  
says there are in truth code 3 because upon review  
they don't always destroy but re-retire certain folders  
back to the AFRC under a new job #.*

25X1

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	<p><b>COMMUNICATIONS CONTROL FILES</b></p> <p>Media for maintaining control on classified materials handled by the office.</p> <p>a. Top Secret Log. Maintained for control of top secret documents.</p> <p>b. Logs maintained on other classified documents and administrative material. Maintained chronologically.</p> <p>c. Log used primarily for recording receipt and disposition of personnel folders referred to the Staff for consideration or review.</p> <p>d. Document Receipts. Retained signed copies for material transmitted outside the office.</p> <p>(1961 to date)</p> <p>e. Courier Receipts. Office copy of receipts signed by courier when material picked up for delivery.</p>	<p>.1</p> <p>.1</p> <p>.1</p> <p>.1</p> <p>.1</p>	<p>Temporary. Disposal not authorized. Transfer to Records Center when 2 years old.</p> <p>Temporary. Destroy after 1 year. Cut off file at end of each calendar year; retain for 1 year then destroy.</p> <p>Temporary. Destroy quarterly after cases have been returned to sender.</p> <p>Temporary. Destroy when 2 years old.</p> <p>Temporary. Destroy when 3 months old.</p>
8	<p><b>ADMINISTRATIVE FILES</b></p> <p>These are forms, correspondence and memoranda reflecting administrative support functions within the Office of the IG. Specifically, activities as Travel, Budget, Personnel, Security and housekeeping functions. Files are used for administrative purposes and essentially duplicated in other offices having the primary responsibility for the Agency. Filed by subject.</p> <p>(1962)</p>	<p>.4</p>	<p>Temporary. Review file at end of each year and destroy material having no current value.</p>

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9	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin-bottom: 5px;"></div> <p>Copies of special monthly letters from chiefs of field stations reporting on activities of interest. Retained for information purposes only.</p>	.4	Temporary. Destroy after 6 months.
10	<p>IG CHRONO READING FILE</p> <p>Extra copies of outgoing communications maintained as a convenient reference file. Filed chronologically.</p> <p>(1962)</p>	.1	Temporary. Destroy after 5 years. Retain in current files area for 5 years then destroy.
11	<p>REGULATIONS FILES</p> <p>Copies of all Agency Regulations and Notices which are used by the Staff for reference purposes.</p>	3.5	Temporary. Destroy when superseded or no longer of interest to the Staff.

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